HELP file for Event Registration System Web site.

On-line registration will be opening soon. Watch for notice of opening.

- Please read all the below information before continuing for the first time.

Important note to UDOT employees: After logging into the Event Registration System check your Account information. It is important that we have your current org number. Refer to the below Log In Requirements.

Conference Dates:

- November 13-15, 2006
- On-line registration runs from October 2, 2006 to November 1, 2006
- Location: South Towne Exposition Center, 9575 South State Street, Sandy, UT 84070.

Becoming an Exhibitor:

- **Exhibitor/Vendor booth sign up is currently being processed by Kathy Vansickle.** She can be contacted for more information at kvansickle@utah.gov or 801-965-4116.
- Special Vendor Breakout Sessions, November 13, 2006
    - We are offering again this year the opportunity (at no additional cost) for vendors or exhibitors to use one of the breakout session rooms during the Monday morning registration period to make presentations of their products or services.
        - We can accommodate 15 such sessions (5 at 8:20, 5 at 9:20, and 5 at 10:20).
        - If you would like to take advantage of this, please let Kathy know.

Breakout Sessions:

- Select the "Sessions" tab from the Event Registration System page.
    - From this tab you can view all sessions.
    - At the start of each session listing there is an information link (click here for more info). From that link you can view a PDF file that provides information on all breakout sessions that are available during the same time period for the selected session.
- Select the "Schedule" tab above to view the entire Conference schedule.
    - Includes the sessions available for each time period.
    - At the end of each session title there is an "info" link to a PDF file that provides information on all breakout sessions that are available during the same time period for the selected session.
    - A similar link is available during the registration process as you select your desired breakout sessions.
    - These links open in a new window so you can easily review session descriptions while registering.

- Detailed information in PDF format for all breakout sessions and a breakout session matrix is available from the Engineering Conference main Web page
  - The following link will open in a new window so that users can access detailed information on breakout sessions while completing the registration process.
    - **Breakout Sessions** subtopic

Banquet Information:
- Three choices are available.
  - Banquet - 1, Attendee only with no guests
  - Banquet - 2, Attendee and One Guest
  - Banquet - 3, Attendee with Two Guests
- Select the desired option for attendance with up to two guests.
- Refer to the schedule at Price List/Registration Fees for fees.

Registration as an Attendee:
- On-line registration runs from October 2, 2006 to November 1, 2006.
- Please check back for updates or watch your email through the Conference subscription service.
- If you are not signed up for this service visit the Subscription Service Web Page to sign up.

FEES:
- Price List/Registration Fees

REGISTRATION PROCESS:

Everyone needing to complete the on-line registration process please read the following carefully before continuing.
- Those needing to complete the on-line registration process (name tags needed to enter exhibit hall)
  - All attendees wanting full access to include meals and the exhibit area.
  - All vendors regardless of status and attendance at meals.
    - This applies even if you have completed booth registration. Booth registration is a separate process.
- Attendees where On-line registration is not required or not available.
  - On-line registration not required for Presenters only attending the breakout session they are presenting.
    - Walk-in registration not applicable.
    - If participating in any meals or visiting the vendor area regular registration procedures apply to include late fees.

- No on-line registration for "CEU credit only" attendees.
  - Must register at the door.
  - Special fee applies.
  - If participating in any meals or visiting the vendor area regular registration procedures apply to include late fees.
- On-line registration requirements
- Complete log-in requirement per below.
- After completing new user requirements to include the confirmation process and logging in or for previous users, logging in complete the registration process.
  - When available register for all desired breakout sessions and meals. This is needed so presenters know how many handouts to make available and for the Committee to determine meal counts. There is an option for each breakout session period to select "none" as an option.
- Log in requirements
- If you want to log into the Event Registration System the following applies after selecting the Login link at right:
  - If you set up an account for the 2004 or 2005 Conference your account is still active for the email address entered at that time.
    - If that email address is still valid, enter your full email address and password in the "Login For Existing Users" area.
    - After logging in but before you register for the 2006 Conference you may see a link to the 2004 or 2005 Conference. This area shows current as well as past events that you have registered for.
  - If you forgot your password and the email address is still current enter your email address in the "Lost Password" area.
    - The email address must be identical to the one you entered when setting up your account or you won't receive the new password.
    - Passwords are case sensitive.
  - If your e-mail address is the same but you need to change "profile" information such as phone number, work area, **org number (UDOT employees only)**, or address use the "Login For Existing Users" area.
    - After logging in select the "Update Account" link in the box on the right side of the screen.
    - Enter the changed information
    - Check your work area to make sure it is correct.
    - Select "update account."

- If your email address has changed, even if with the same company, you need to set up a new account.
    - Select the link in the "New Users" area on the login page.
    - Complete the required process.
    - **This is a three step process to include submitting your information, waiting for the confirmation e-mail, and activating your account.**
- If you did not set up an account in the past you need to do so now.
    - Select the link in the "New Users" area on the login page.
    - Complete the required process.
    - **This is a three step process to include submitting your information, waiting for the confirmation e-mail, and activating your account.**
- Itinerary
    - Some items in the registration process and displayed on your itinerary are automatically selected and can not be unselected.
    - These items have no impact on fees or attendance.
    - These items are optional items that the registration system automatically registers you for even if you are not attending that day or event.
    - This was done to build the overall schedule.

End of Instructions Section.